

Part Time- EISD Special Programs Coordinator



Special Knowledge/Skills:

- Current Valid Texas State Educator Certification (preferred)
- Retired Educator
- Office Experience

DUTIES AND RESPONSIBILITIES:

Instructional and Program Management

- Establish and maintain open lines of communication by conducting conferences with parents, students and teachers concerning vital issues.
- Policy, Reports and Law
- Recommend sound policies to improve program.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy
- Compile, maintain, and file all physical and computerized reports, records and other documents required.

Communication and Community Relations

- Serve as district liaison to community agencies providing services to students and notify parents and students of available services

Program Responsibilities

- ESL Program
- Dyslexia Program
- MTSS
- 504 Program
- Additional duties as assigned